



# Request for Proposals (RfP) Consultancy on Promoting Youth Engagement

**RfP Reference: RAM-24-07-015**

Welcome to this Procurement by the Secretariat of the Convention on Wetlands (called “the Secretariat” for the rest of this document). The Secretariat is hosted by IUCN, you therefore may come across a mention of IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

## 1. REQUIREMENTS

questions to the contact, including your Proposal.

Secretariat Contact: Beom-Sik YOO; Senior Regional Advisor for Asia/Oceania;  
[yoo@ramsar.org](mailto:yoo@ramsar.org)

## 3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by the Secretariat at any time. If the Secretariat decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
12 August 2024	Publication of the Request for Proposals
15 August 2024	Deadline for submission of questions
8 September 2024	Deadline for submission of Proposals to the Secretariat (“ <b>Submission Deadline</b> ”)
12 September 2024	Clarification of Proposals
20 September 2024	Planned date for contract award
8 October 2024	Expected contract start date

3.2. Please email the Secretariat contact to express your interest in submitting a Proposal by the deadline stated above. This will help the Secretariat to keep you updated regarding the procurement.

## 4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)

- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

- 4.2. Your Proposal must be submitted by email to the Secretariat Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

**IMPORTANT:** Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the Secretariat Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

- 4.3. *Pre-Qualification Criteria*

The Secretariat will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to the Secretariat. Please provide the necessary information in a single, separate document.

<b>Pre-Qualification Criteria</b>	
<b>1</b>	3 relevant references of clients similar to the Secretariat / similar work
<b>2</b>	Confirm that you have all the necessary legal registrations to perform the work

- 4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at the Secretariat's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with the Secretariat's approval.

The Secretariat will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

Description	Information to provide	Relative weight
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4	Competent staffing level for the project	CV of the consultant and/or team members and contact details of at least two referees	25
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Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has



